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Notes on the Testing and Evaluation Division, Personnel Office

The principal function of this segment of the Personnel Office is to provide an Agency departmental aptitude and proficiency testing service for applicants and employees within the GS-2 to GS-9 range. This range may be broken down into clerical tests and junior professional tests. The testing is done on a high-volume, group basis, using inexpensive and commercially available tests. Individual tests are conducted upon request, but the frequency is very low.

A vast majority of all referred to this Organization for testing are sent there by personnel Recruitment and Placement Officers and the Personnel Pool. The present policy is to test all clericals before they are released from the Personnel Pool for assignment, and to test those junior professionals referred at the discretion of Personnel Recruitment and Placement Officers. This latter category consists largely of applicants, but may also include employees who are being considered for promotion or reassignment.

Some research is conducted in order to improve testing methods and determine the reliability of tests. Doubt exists as to the validity and appropriateness of tests rendered in the field by Recruitment Officers. There is no check on the extent to which junior professionals are being tested. No follow-up system exists for determining whether or not applicants tested are employed. Interpretations and evaluations of test results are not made by the Testing and Evaluation Division but are made instead, by Recruitment and Placement Officers on junior professionals; and by the Personnel Pool on clericals.

The Testing and Evaluation Division instructs Recruitment and Placement Officers in testing procedures, the interpretation of tests and keeps them supplied with test materials. Thus, it is necessary for this Division

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to carry on a continuous education program among large numbers of Recruitment and Placement Officers. The absence of validation data, however, makes it impossible to evaluate the success of this program.

The Division has experienced as much as a 100% fluctuation in its workloads during the past four years. Present volumes indicate that approximately 350 clerical applicants and employees are being tested each month and that 100 junior professional applicants and employees are being tested each month. Broken down another way there are approximately 300 applicants and 150 employees tested per month. Roughly 1500 individual tests are administered each month.